

EFFECTIVE DATE: January 4, 1982

REVISION DATES: _____

SUBJECT: BUDGET CARRY-OVERS

1. Purpose

- To establish a standard procedure for the submission and evaluation of carry-over requests.

2. Responsibilities

- a. Department Heads are responsible for the submission of requests for carry-over appropriations.
- b. The Budget and Research Department will evaluate all carry-over appropriation requests and make a determination as to the approval/disapproval of each request submitted.

3. Policy Statement

In general, it is the policy of the City of San Antonio to avoid carry-over appropriations. Only those on-going projects necessarily extending through one or more fiscal years will be considered for carry-over appropriations.

4. Procedure

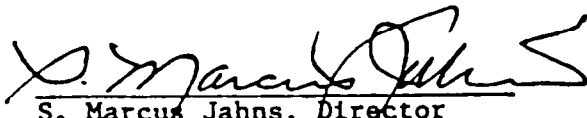
- a. The Budget and Research Director shall annually establish a deadline for the submission of departmental requests for carry-over appropriations.
- b. Departments will, by the specified date, submit a memo requesting such an appropriation to the Budget and Research Department. This memo must include:
 - 1.) a detailed description of the project to be established.
 - 2.) a detailed justification for the request.
 - 3.) a proposed timetable for project completion.
 - 4.) an estimate of the total project cost.


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- c. The Budget and Research Department will review each request to determine desirability and financial feasibility. Those projects approved by Budget and Research will be submitted to the City Council for consideration as a part of the year-end budget close-out procedure.


S. Marcus Jahns, Director
Budget & Research Department


Thomas E. Huebner
City Manager